

**Solicitation Number: (06-0001-17)**  
**Technical Intelligence Support Service for the Office of  
Naval Research Future Naval Capability Program**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0001 – Technical, Programmatic and Engineering Support Services are due by 2:00 PM (local), 26 May 2006.

## **1.0 Background**

The Future Naval Capabilities (FNC) Program is the primary delivery-oriented Science and Technology (S&T) program at ONR. It provides responses to warfighting capability gaps developed in close collaboration with naval requirements and acquisition organizations. The FNC Program is composed of Enabling Capabilities (ECs) which develop and deliver quantifiable products (i.e., prototype systems, knowledge products, and technology improvements) for insertion after meeting agreed upon exit criteria into acquisition programs of record within a three to five year timeframe. The FNC programs are currently aligned with four of the pillars of Naval Power 21, a vision for the U.S. Navy of the future (Sea Shield, Sea Strike, Sea Base, and FORCEnet) with an additional group for crosscutting technology improvements (Enterprise and Platform Enablers) for operations and maintenance cost savings. The FNC Program has a requirement to develop a wide perspective and understanding of technologies that could be applicable to various FNC areas, such as: airborne electronic attack, over-the-horizon communications, asymmetric threat detection and classification, send and respond logistics, robotics, ship survivability, and long range detection and tracking.

This is a new requirement with no prior procurement history.

## **2.0 Statement of Work**

### **2.1 Objective**

ONR has a requirement to develop a broad perspective and understanding of leading practices and technologies within the private sector, military, government, and academia in the U.S. and selected foreign countries that could be applicable to various FNC areas. This targeted technology intelligence will be useful in shaping future responses to warfighting capability gaps.

## **2.2 Scope**

- Provide focused technology intelligence to support ONR's FNC technical requirements in both extremely quick-reaction and longer-term timeframes.
- Collect and analyze publicly available information from both primary and secondary sources to:
  - 1) Identify and characterize current state-of-the-art industry practices and technologies.
  - 2) Describe the expected state of development in a four year timeframe [to include both high and low Technology Readiness Level (TRL) technologies].

## **2.3 Technical Tasks/Requirements**

**2.3.1** The contractor will provide targeted technology intelligence responsive to the specific requirements and issues outlined by ONR to assist in the management of technologies in FNC areas. Specific work follows:

- Work closely with ONR to define, refine, and prioritize initial focus areas and identify specific questions related to each.
- Collect relevant information on Navy interests and applications from ONR by interviewing appropriate individuals.
- Conduct limited initial research in order to develop a collection approach and strategy to meet specific objectives.
- Provide periodic progress updates to ONR in order to share findings to date, and for ONR to raise questions, provide feedback and refine project direction.
- Access a broad range of sources such as the private sector, military, government, and academia to gather and analyze open-source information.
- Assess applicability of selected technologies to specific requirements.

## **2.4 Reports Data and Other Deliverables**

In addition to contract monthly progress and financial reports, deliverables shall consist of concise written reports and presentations containing the results of the collection and analysis activities, including findings and recommendations. These deliverables should include the following points:

1. Contiguous issue areas identified
2. Relevant processes and technologies identified

3. Current state of technologies described
  - CONOPS – Concept(s) of Operations
  - Performance envelopes according to various dimensions of interest to FNCs – e.g., size, power density, longevity, etc.
4. Projected state at 1, 2 and 4 years of each selected technology or technology area described:
  - TRL – technology readiness level
  - MRL – manufacturing readiness level
  - CONOPS – to which technology is relevant
  - Current work focus – Industry and government “roadmaps” and concentration on stated and unstated goals for the technology
  - Challenges/hurdles – identified by both the industry drivers and existing and prospective customer base(s)
  - Investment levels – projected by primary sources of funding for the target technology
  - Timeframes – associated with the roadmaps and contemplated investment levels.

### **3.0 Personnel Requirements**

#### **3.1 Personnel Qualifications**

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support this effort:

3.1.1 The contractor shall provide personnel possessing the following specific qualifications:

- Extensive experience in the collection, analysis, fusion, and production of focused open source technology intelligence.
- Capability to identify and access a wide range of traditional and non-traditional sources of information worldwide.
- Demonstrated strong understanding of military systems, operations, and requirements.
- Demonstrated capability to identify emerging and non-developmental civil, defense and dual-use processes, products, and technologies from a range of countries.
- Experience in assessing the potential applicability of processes and technologies to specific US military requirements.
- Capability to evaluate technologies through a variety of means, including Value Models.

3.1.2 Researcher/Analyst: Bachelors degree required Masters degree preferred. The Researcher/Analysts should be knowledgeable of and adept in collecting information sought in either secondary or primary sources. This person is able to assemble and perform the first order analysis of the resulting information.

3.1.3 Senior Researcher/Analyst: Masters degree with a minimum of 10 years of relevant work experience. The Senior Researcher/Analyst is knowledgeable of and adept in collecting information sought in both secondary and primary sources. This person is able to assemble, succinctly analyze, and present the resulting information.

3.1.4 Senior Technology Analyst: PhD with a minimum of 15 years of relevant work experience. The Senior Technology Analyst is adept at in-depth collection regarding a range of technologies and systems. This person is able to synthesize, analyze, and present the resulting information.

3.1.5 Project Manager: Masters degree with a minimum of 15 years of relevant work experience, including intelligence collection, analysis and management. The Project Manager is able to manage the collection and analysis activities of a range of individuals in order to create a comprehensive deliverable that meets the customer's requirements.

3.1.6 Senior Military Analyst: Masters degree with a minimum of 15 years of relevant experience. The Senior Military Analyst is able to collect and succinctly analyze service-specific and joint military issues from strategic and tactical perspectives.

## **3.2 Level of Effort**

3.2.1 The level of effort has been estimated for the proposed contract. Both a 12-month base period and four 12-month option periods have been defined (Total potential period of performance, with options, is 60-months).

3.2.2 Base Period: The base period of performance will be from time of award through 12-months. The level of effort anticipated for this period is approximately three staff-years at an average rate of approximately 460 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is estimated below.

<b>Labor Category</b>	<b>Hours Per Year</b>
Researcher/Analyst	1100
Senior Researcher/Analyst	1100
Senior Technology Analyst	1100
Project Manager	1100
Senior Military Analyst	1100

NOTE: 1840 hours is equivalent to one (1) staff-year

3.2.3 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement.

3.2.4 While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

3.2.5 For each of the four 12-month option periods, the labor categories and hours estimated for the base period above will be the same. A summary of the labor categories and the total anticipated annual hours for each option is shown below.

<b>Options 1 - 4</b>	
<b>Labor Category</b>	<b>Hours Per Year</b>
Researcher/Analyst	1100
Senior Researcher/Analyst	1100
Senior Technology Analyst	1100
Project Manager	1100
Senior Military Analyst	1100

NOTE: 1840 hours is equivalent to one (1) staff-year

## **4.0 Order Details**

**4.1 Contract Type:** The Navy anticipates awarding a cost plus fixed fee level of effort task order.

**4.2 Period of Performance:** Base period of twelve (12) months from time of award with four (4) one-year options.

**4.3 Other Direct Costs (ODCs)**

ODCs (including supplies, travel, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total ODC amount is not to exceed (NTE), including G&A, \$2,000.00 per year. At this time, the specific items cannot be identified; however, the ODC total cannot exceed the NTE amount stated in this section.

This NTE amount should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

**4.3.1 Travel and Per Diem:** Travel may or may not be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

**4.3.2 Other Direct Costs (Other than Travel and Per Diem):** ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3.

**4.4 Place of Performance:** Work will normally be performed at the Contractor's facilities.

**4.5 Government Furnished Resources (GFR):** The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

**4.5.1 Facilities, Supplies and Services:** The facilities required to perform the tasks outlined in the Statement of Work will be at the Contractor's place of business.

**4.5.2 Information:** All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

**4.5.3 Documentation:** All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

**4.5.4 Equipment:** With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation.

**4.6 Subcontracts/Consultants:** Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

#### **4.7 Security Requirements:**

**4.7.1 Clearance Requirements:** During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. For personnel, a minimum of a SECRET clearance is required. Any Contractor facilities used in support of this contract must be granted SECRET facility clearances and have the capability to store material classified up to and including SECRET. A DD Form 254 will be required prior to access or production of any classified information. Additionally, Contractor is required to safeguard the information labeled as proprietary.

**4.7.2 Privacy Act:** All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

**4.7.3 Nondisclosure Agreement:** In the course of its work, each employee of the selected Contractor will be required to execute a Nondisclosure Agreement (NDA) as outlined in Section 5.2.1 of this solicitation.

## **4.8 Organizational Conflict of Interest**

### **4.8.1 Safeguarding Information**

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

### **4.8.2 Organizational Restrictions**

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the specific FNC technologies researched.

## **5.0 Proposal Requirements**

**5.1 Proposal Format:** The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the



technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the prime's proposal or in accordance with section 5.3 of this solicitation before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

**5.2 Other Required Documents:** Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

**5.2.1 Non-Disclosure Agreement:** Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

**5.3 Proposal Submission:** The due date for receipt of proposals for this solicitation is no later than 2:00 PM (Local Time) on 26 May 2006. All proposals must be uploaded electronically via the "Upload Proposals" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.) Proposals must be submitted via the above instructions. Faxed, mailed/shipped, or hand carried proposals will not be accepted.

## **6.0 Evaluation Information**

**6.1 Evaluation Criteria:** A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

### Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

### Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) is significantly more important than the Cost Factor. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted. Technical Factor 4 is of less value than all other Technical Factors.

Although Cost is significantly less important than all of the Technical Factors combined, it will not be ignored. The degree of its importance will increase with the degree of equality of the Task Order proposals in relation to the other factors on which selection is to be based, or when the Cost is so significantly high as to diminish the value of the technical superiority to the Government.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

**6.2. Award:** The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or about 15 June 2006.

**7.0 Submission of Questions:** Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

**8.0 Solicitation Amendments:** Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

**9.0 Point of Contact:** The Point of Contact for this solicitation is:

Ms. Tia Belton, Contract Specialist, ONR Code 0253

E-Mail: [belton@onr.navy.mil](mailto:belton@onr.navy.mil)

## **Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research**

The undersigned individual, \_\_\_\_\_, agrees, both in his personal capacity and as an employee of \_\_\_\_\_ as follows:

### **BACKGROUND**

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
  - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
  - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
  - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
  - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
  - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
  - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.

2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

## AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative<sup>1</sup> any information<sup>2</sup> relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Concurrence by the employer:

Supervisor/Manager Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

<sup>1</sup> Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

<sup>2</sup> This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files